



Town of Natick Personnel Action Sheet

Please check one: New Hire ☐ Change ☐

Please Check One					
<input type="checkbox"/> 1. Employment	<input type="checkbox"/> 2. Wage Adj.	<input type="checkbox"/> 3. Transfer	<input type="checkbox"/> 4. Leave	<input type="checkbox"/> 5. Name/Addr.	<input type="checkbox"/> 6. Separation

Name: _____

Dept No. & Dept Name: _____ Employee No. _____

Job Title _____ EEO Class _____ Grade & Step _____ Union _____ Rater Per _____

Perm. Full Time	Perm. PT 20 Hrs/Wk*	Temp Full Time	Temp. PT 20 hrs/Wk*	Temp 20 hrs/Wk
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Employment

Effective Date	New Hire	Rehire	Recall
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Street Address/City/State/Zip Code _____

SSN	DOB	Gender /Ethnicity	Town Retire or OBRA	Tax Status	Other \$
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2. Wage Adjustment

Pay Type Base Salary -100 Hourly 110 Daily 120

Old Rate	Grade/Step	New Rate	Grade/Step	Effective Date
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3. Transfer

New Dept No. & Name	New Classification	Effective Date
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Rate Change yes/no	New Grade/Step	Rate Per
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4. Leave of Absence

Please Check One ☐ FMLA ☐ Medical ☐ Military ☐ Personal

☐ Vacation ☐ Sick

From: _____ Return: _____ Total Hours: _____

5. Name/Address Change

New Address and/or Telephone No. _____

New Name _____

6. Separation

Reason for Leaving: Please Check One ☐ Retire ☐ Resign ☐ Other, explain

☐ voluntary ☐ Involuntary Eligible for Rehire ☐ Yes ☐ No

Last Day Worked: _____

Notes: _____

Emergency Contact: _____ Emergency Contact Phone No.: _____

Employee Signature : _____ Date: _____

Department Head: _____ Date: _____

Personnel Manager: _____ Date: _____

Town Administrator: _____ Date: _____

Original to Personnel cc: Payroll & Retirement

Revised 3/29/10